

Sixth Circuit Court of Appeals Clerk's Office
Administrative Manager, Property, Procurement & Budget Specialist

Responsibilities:

The incumbent supports the budget, financial, procurement, and property functions of the Office of the Clerk and the Circuit Library and Staff Attorneys Office, as needed. The incumbent reports to the Clerk of Court, and is located in the Potter Stewart Courthouse in Cincinnati.

Assists with procuring equipment, contract services and furnishings. Researches and advises regarding procurement and budget regulations. Obligates funds as directed. Supports maintenance of inventory of furnishings and property disposal. Recommends cyclical replacement of accountable property.

Under the direction of the unit executive, supports the preparation of the overall fiscal budget plans and budget management. Recommends and performs reprogramming actions to cover projected account shortfalls. Assists in the development of annual funding requirements and monitors spending plans. The major activities in this area are budgeting and budget management, accounts payable and expenditure controls, internal controls and systems management, and internal and external reporting. Several information systems are currently utilized in various aspects of financial management, these being the Financial Accounting System for Tomorrow (FAST), Personnel Projection System (PPS), and Microsoft Excel.

Under the direction of the Clerk of Court, responsible for the management of all Clerk's Office financial matters, including collections, disbursement, accounting, and reporting in the various relevant systems – FAST, ECMS, GOALS II, CIR, and ICE. Manages Internal Controls for the Clerk's Office.

Adheres to the *Guide to Judiciary Policy* regarding procurement and property disposal practices. Adheres to the court units' internal controls procedures and ensures separation of duties within the office. Maintains and updates the court internal controls manual. Monitors adherence to internal controls policies.

Maintains Contracting Officer certification by completing biennial continuing education requirements. As Contracting Officer, processes and signs purchase orders and contracts for the purchase of products and services. Ensures the purchase is authorized, funding is available, the appropriate delegations of authority exist, and adequate competition took place in accordance with the estimated dollar value of the procurement. Provides contract administration and oversight. Tracks expenditures. Evaluates requests for goods and services by ensuring they are allowable under limitations, restrictions, and policies, as well as determining availability of funds for items being purchased.

Researches, analyzes, and evaluates suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities, as well as their reputation and history. Prepares specifications, solicitations, and Requests for Quotes (RFQs).

Researches products and equipment and prepares specifications. Obtains and reviews competitive bids, quotes, and proposals from vendors and contractors. Discusses these evaluations and reviews with requestor and subject matter experts, as applicable.

Maintains liaison with counterparts in circuit court and all district court units, the Administrative Office and GSA, (including issuing and monitoring RWAs). Submits required reports to the Administrative Office. Prepares budget and personnel reports for unit executives as directed.

Qualifications:

Minimum of two years specialized experience, including at least one year of equivalent work at the CL-28 level, of progressively responsibility in Court financial management such as budgeting, accounting, financial reporting, procurement & property management procedures that provided a knowledge of rules, regulations & terminology of budget, financial & property administration.

Applicants should also have experience and ability in the following functional areas: Strong analytical skills, excellent organizational skills, willingness to learn and participate in a team environment, ability to respond to requests on short notice, and the ability to manage multiple tasks are essential.

Availability:

Position is available immediately, and applications received by 1/2/2015, are guaranteed consideration.

Benefits:

Salary – CL 29 with starting figure of approximately \$68,635+ depending on experience and qualifications. Benefits include up to 13 days of paid annual leave per year, 10 federal holidays, participation in the Federal Employees Retirement System, choice of health benefit plan, life insurance, and the possibility of periodic salary increases. This position requires direct deposit of salary payments. Relocation expenses and interview expenses are not reimbursable. The U.S. Court of Appeals for the Sixth Circuit is an Equal Employment Opportunity Employer.

How To Apply:

Sixth Circuit Court of Appeals
Office of the Clerk
540 P.S. Courthouse
100 East Fifth Street
Cincinnati, OH 45202
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